

Scope of Services

Overview

The Sam Schwartz Engineering (SSE) team will conduct public outreach and a student education program to assist the McHenry County Division of Transportation (MCDOT) with the development of the 2040 McHenry County Long Range Transportation Plan. The SSE team will organize, facilitate and lead all public outreach activities, develop an interactive website, and create a student education program.

Mark de la Vergne will serve as the project manager for SSE. Subconsultants to SSE include the Active Transportation Alliance, Interface Studio, Urban Insight, Baxter & Woodman, and the Shah Center.

Tasks

Under the direction of MCDOT staff, SSE will conduct a variety of public outreach tasks to obtain a diverse input of opinions for inclusion in the 2040 Long Range Transportation Plan. These tasks will include open houses, focus groups, website, outreach to six schools, and public meetings for the draft and final versions of the Plan. SSE's role will be to organize, facilitate, and lead all of the outreach tasks. All work will comply with the requirements of the federal UWP Grant being used to finance this project. This contract is subject to the terms and conditions of the UWP Grant.

Task 1: Kickoff Meeting with County Staff (0.13%)

SSE will attend a kickoff meeting with County Staff to discuss the scope of the project, deliverables, and schedule.

Task 2: Develop and Maintain Interactive Project Website (12.69%)

Urban Insight will be responsible for creating and maintaining the project website.

Task 2.1 Project Kick-Off Meeting

Urban Insight will host a conference call/online meeting to discuss the website with McHenry County staff and review the schedule, budget, scope of work, and deliverables.

Expected Deliverables: Conference Call/Online Meeting hosted by Urban Insight

Task 2.2 Requirements Document & Wireframes

Urban Insight will prepare a Project Requirements Document as well as website wireframes as a basic visual guide for the structure of the website's home page and key content pages. The Project Requirements Document and the wireframes will be submitted for staff review and approval.

Expected Deliverables: Requirements document, website wireframes for home page and key content pages.

Task 2.3 Website Design

Based on the kick-off meeting and project requirements, Urban Insight will create a unique, original, and professional design for the website. Urban Insight will create three initial home page designs and two sample content page designs for MCDOT review and selection. After MCDOT has selected the preferred alternative, Urban Insight will also prepare two rounds of home page design revisions and one round of content page revisions.

Expected Deliverables: Three initial home page designs; two sample content page designs.

Task 2.4 Content Management System Installation and Configuration

Urban Insight will install and configure the popular, stable and proven Drupal open source web content management system as the foundation for website. Themes will be built using web standards, based on the approved design by MCDOT. Urban Insight will create navigation, views, blocks, content types, roles, and users for the website.

Expected Deliverables: Working web content management system.

Task 2.5 Website Development

Urban Insight will build the website using content supplied by the client and project team based on the website map developed during the planning phase. They will acquire, review, and organize content and develop or migrate up to 25 website pages. Images, tags, and categories will be added where possible. The visual interface theme will be based on actual content.

Expected Deliverables: Website with content and images.

Task 2.6 Interactive Google Map

The website will include an interactive Google Map that allows users to provide feedback on location specific transportation issues in McHenry County. The map will serve as an on-line catalogue of community concern and help to identify necessary improvements from the ground up.

Expected Deliverables: Interactive Google Map

Task 2.7 Training

Urban Insight provides training as part of each Drupal implementation, and believes that training future users is critical to the success of a website development project. Urban Insight typically provides a webinar-based training introduction to Drupal that lasts approximately 1.5 hours.

Expected Deliverables: Online Drupal training session conducted by Urban Insight.

Task 2.8 Beta Testing, Quality Assurance Testing

Urban Insight will perform beta testing and quality assurance of the website to ensure that the work satisfies the project requirements.

Expected Deliverables: Quality assurance checklist and beta testing guidelines.

Task 2.9 Website Launch

Upon completion of the development of the website, Urban Insight will assist the project team with launching the website, and will provide support for the website. Urban Insight will also manage DNS updates and provide editor and administrator support. Urban Insight proposes to host the website on Urban Insight's secure, dedicated managed servers at Rackspace Managed hosting, the nation's leading managed hosting provider. The website will be hosted for three years.

Expected Deliverables: Website available to the public for three years. After three years, all website materials will be migrated to McHenry County in electronic and hard copies.

Task 3: Student Education Program (17.45%)

Active Transportation Alliance (Active Trans) will develop and implement a standards-based service learning program for McHenry County students as part of the McHenry County Long Range Transportation Plan. The program will be offered to high schools students in each of the McHenry County Board districts.

This program will provide the following benefits, such as:

- Early generational awareness of mobility and health issues, and
- Classroom learning in six schools, and
- Civic/service experiential learning, and
- Youth socialization of safe mobility choice, and
- Leadership development of McHenry teen youth, and
- Community partnership of parents, educators, legislators and businesses.

Active Trans will administer the program over a 12 month period beginning in March 2011. Active Trans will design the program and educational requirements, and sub-contract with a facilitator to deliver the classroom learning component. The facilitator will be a local educator experienced in delivering supplemental learning opportunities to high school age students. Active Trans will work with the relevant schools to ensure that the facilitator has any necessary credentials, licenses and qualifications.

The educational program is outlined below.

Educational Curriculum:

- 1 hour of classroom instruction per week
- Up to 4 field trips including visits to local urban planning colleges, tour of model transportation facilities and opportunities to meet with key local officials (i.e. planning directors, community organization leaders, etc.). Transportation will be provided by the project team.
- Student-led events to create awareness with peers, such as the student-developed marketing campaign and on-campus student surveys and interviews

The program will be implemented over the following four phases:

Phase 1: March 2011-May 2011

- Develop 8-10 week standards-based educational curriculum (exact length of program is dependent on target completion date for Long Range Transportation Plan)
- Begin recruiting local program facilitator
- Collect student and community input to enhance curriculum
- Establish partnerships with community stakeholders
- Identify 6 target classes and service learning opportunities

Phase 2: June 2011 -August 2011

- Contract with local program facilitator
- Finalize curriculum
- Plan service learning events

Phase 3: September – December 2011

- Conduct 2-3 student outreach events
- Deliver curriculum at 6 target classes (one in each County Board district)
- Deliver service learning events

Phase 4: January 2012 – February 2012

- Evaluate learning curriculum and program results

Task 4: Develop Email Database and Emails Blasts (0.68%)

SSE will develop an email database to send out project updates and meeting announcements electronically. The initial database will be built through our team's existing email addresses and assistance from other agencies, municipalities and stakeholders. All users will be required to sign up for the email updates. Each email will be reviewed by MCDOT staff before it is sent out to the public. Constant Contact software will be used to complete the mailings.

Expected Deliverables: Email database, monthly email blasts to the members of the database

Task 5: Conduct Focus Groups (7.87%)

The project team will work with MCDOT staff and the McHenry County Board Transportation Committee to organize eight separate focus groups. The primary goal of these groups will be to discuss the future of transportation in McHenry County. Each focus group will consist of 10-15 participants representing a certain segment of project stakeholders. All questions and presentations will be developed by the project team and approved beforehand by MCDOT staff. The project team will be responsible for providing minutes of the focus groups to MCDOT staff. MCDOT staff and the Transportation Committee will be responsible for inviting focus group

participants. The Shah Center will be used to host these meetings. We recommend the following focus groups:

- County leaders/officials (1)
- Mayors and managers of municipalities (1)
- Resident focus groups to get a community perspective on neighborhood transportation issues. (2)
- Business leaders (1)
- Senior citizens. (1)
- Immigrants. (1)
- Employees with commutes of over one hour and people without cars. (1)

Expected Deliverables: Presentation and questions for each focus group, minutes for each meeting.

Task 6: Meet with Public Works and Engineers (3.13%)

The project team will establish working groups with municipal public works departments and consulting engineering companies to discuss the Long Range Transportation Plan. The purpose of these meeting will be to engage those that will assist with planning and implementation of future transportation projects on a local level. These meetings will be held at the Shah Center and the MCDOT offices on a monthly basis.

Expected Deliverables: Monthly meetings with working group of public works officials and engineers, minutes of the meetings.

Task 7: Open Houses (16.33%)

SSE will hold seven open houses (one in each District of McHenry County and two in County Board District 6) to invite all stakeholders to participate in the outreach process. The open houses will be in large public meeting formats SSE will develop all necessary materials and presentations for these meetings. MCDOT will assist with developing the materials and review all materials before the meetings.

SSE will also conduct mobile open houses at shopping centers or other high traffic generators on weekends. The project team will work with municipalities to identify high-traffic shopping centers that may be willing to donate vacant retail space for the mobile outreach workshops. These events could also be set up in parking lots or on sidewalks if vacant space is not available.

Expected Deliverables: Materials and presentations for the open houses, minutes and pictures of the meetings, conduct at least eight mobile open house and provide a summary of each one.

Task 8: Library Displays (2.47%)

SSE will create interactive displays for each of the 12 libraries in McHenry County, allowing people to participate in activities that will be on the website and public meetings. We will work with the

libraries to educate them on the purpose of the project and how to encourage patrons of the library to participate in the project.

Expected Deliverables: Creation of interactive displays for 12 libraries.

Task 9: Press Releases (0.70%)

All meetings will be publicly announced through press releases to newspapers, municipalities, and local blogs. SSE will also create a Facebook group to promote meetings and milestones of the project. All materials will be reviewed by MCDOT staff before they are sent out publicly.

Expected Deliverables: Press releases, establish a Facebook group for the project.

Task 10: County Board Charettes (4.29%)

The project team will conduct six charettes (one in each District) with the McHenry County Board members. The charette process will include a review of the outreach process.

Expected Deliverables: Six charettes with the McHenry County Board, materials and presentation for each charette

Task 11: Bikesshops (0.47%)

SSE will lead two bikesshops (bicycle workshops) in McHenry County. The bike rides will utilize both multi-purpose trails and municipal streets. These rides will occur in the Spring and/or Summer of 2011.

Expected Deliverables: Two bikesshops

Task 12: Assistance with Draft Plan (19.90%)

The results from these efforts will be used to assist McHenry County with drafting the 2040 Transportation Plan. The project team will author the chapter on public outreach and also assist with integrating results from the public outreach process into the Plan. The project team will also be used as a sounding board for the County for any questions they may have. The project team will work with McHenry County to develop an overall layout of the Plan and ensure that the font, graphics, colors and layout is consistent with all of the materials developed for the outreach process and the website. The project team will also develop an electronic copy of the plan and host it on the website.

Expected Deliverables: Author chapter on public outreach, assist with integrating public outreach results into other chapters of the 2040 Transportation Plan. Develop an overall graphic, color, and font scheme for the Plan. Ensure that the Plan document is consistent with all materials that are developed for the outreach process and the website. Create an electronic copy of the plan and host it on the website.

Task 13: Draft Plan Workshops (4.69%)

The project team will hold six workshops (one in each District) to present the Draft Plan. The workshops will discuss the results from the initial outreach process and improvements identified by the stakeholders as priorities. The project team will be responsible for leading these meetings and providing all materials and presentations.

Expected Deliverables: Materials and presentations for workshops, minutes of the meetings.

Task 14: Final Plan Workshops (2.98%)

The project team will hold six workshops (one in each District) to present the Final Plan. SSE will lead the meetings and McHenry County will present the results of the 2040 Transportation Plan. Additional input from the final workshops may be used to make final changes to the Plan, based on the County's discretion.

Expected Deliverables: Materials and presentations for workshops, minutes of the meetings.

Task 15: Public Hearings (3.11%)

The project team, along with the MCDOT, will hold six public hearings to present an overview of the outreach process and present the findings of the 2040 Transportation Plan. These meetings will take place in each District of McHenry County. The project team will hire a court recorder for each public hearing to transcribe each meeting.

Expected Deliverables: Materials and presentations for public hearings, minutes of the meetings.

Task 16: Project Management and Administration (3.13%)

The project team will attend biweekly meetings with MCDOT staff to discuss the project and upcoming meetings. The project team will also attend all County Board and Transportation Committee meetings and make appropriate presentations. The project team will also submit weekly progress reports to MCDOT.

Expected Deliverables: Attendance at biweekly meetings and weekly progress reports.

Municipality McHenry County	L O C A L A G E N C Y	 Illinois Department of Transportation Preliminary Engineering Services Agreement For Motor Fuel Tax Funds	C O N S U L T A N T	Name Sam Schwartz Engineering, PLLC
Township various				Address 611 Broadwav. Suite 415
County McHenry				City New York
Section 11-00391-00-ES				State New York 10012

THIS AGREEMENT is made and entered into this _____ day of _____, 2011 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Motor Fuel Tax Funds, allotted to the LA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT", will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Section Description

Name Outreach Portion of McHenry County Long Range Transportation Plan

Route _____ Length _____ Mi. _____ FT (Structure No. _____)

Termini _____

Description:

Agreement Provisions

The Engineer Agrees,

1. To perform or be responsible for the performance of the following engineering services for the LA, in connection with the proposed improvements herein before described, and checked below:
 - a. ☐ Make such detailed surveys as are necessary for the preparation of detailed roadway plans
 - b. ☐ Make stream and flood plain hydraulic surveys and gather high water data, and flood histories for the preparation of detailed bridge plans.
 - c. ☐ Make or cause to be made such soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations are to be made in accordance with the current requirements of the DEPARTMENT.
 - d. ☐ Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
 - e. ☐ Prepare Army Corps of Engineers Permit, Department of Natural Resources-Office of Water Resources Permit, Bridge waterway sketch, and/or Channel Change sketch, Utility plan and locations, and Railroad Crossing work agreements.
 - f. ☐ Prepare Preliminary Bridge design and Hydraulic Report, (including economic analysis of bridge or culvert types) and high water effects on roadway overflows and bridge approaches.
 - g. ☐ Make complete general and detailed plans, special provisions, proposals and estimates of cost and furnish the LA with five (5) copies of the plans, special provisions, proposals and estimates. Additional copies of any or all documents, if required, shall be furnished to the LA by the ENGINEER at his actual cost for reproduction.
 - h. ☐ Furnish the LA with survey and drafts in quadruplicate of all necessary right-of-way dedications, construction easement and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

Note: Four copies to be submitted to the Regional Engineer

- i. ☐ Assist the LA in the tabulation and interpretation of the contractors' proposals
 - j. ☐ Prepare the necessary environmental documents in accordance with the procedures adopted by the DEPARTMENT's Bureau of Local Roads & Streets.
 - k. ☐ Prepare the Project Development Report when required by the DEPARTMENT.
- (2) That all reports, plans, plats and special provisions to be furnished by the ENGINEER pursuant to the AGREEMENT, will be in accordance with current standard specifications and policies of the DEPARTMENT. It is being understood that all such reports, plats, plans and drafts shall, before being finally accepted, be subject to approval by the LA and the DEPARTMENT.
- (3) To attend conferences at any reasonable time when requested to do so by representatives of the LA or the Department.
- (4) In the event plans or surveys are found to be in error during construction of the SECTION and revisions of the plans or survey corrections are necessary, the ENGINEER agrees that he will perform such work without expense to the LA, even though final payment has been received by him. He shall give immediate attention to these changes so there will be a minimum delay to the Contractor.
- (5) That basic survey notes and sketches, charts, computations and other data prepared or obtained by the Engineer pursuant to this AGREEMENT will be made available, upon request, to the LA or the DEPARTMENT without cost and without restriction or limitations as to their use.
- (6) That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by him and will show his professional seal where such is required by law.

The LA Agrees,

1. To pay the ENGINEER as compensation for all services performed as stipulated in paragraphs 1a, 1g, 1i, 2, 3, 5 and 6 in accordance with one of the following methods indicated by a check mark:
- a. ☐ A sum of money equal to _____ percent of the awarded contract cost of the proposed improvement as approved by the DEPARTMENT.
 - b. ☐ A sum of money equal to the percent of the awarded contract cost for the proposed improvement as approved by the DEPARTMENT based on the following schedule:

Schedule for Percentages Based on Awarded Contract Cost

Awarded Cost Under \$50,000	Percentage Fees	
	CPFF	(see note)
	0.00	%
		%
		%
		%
		%

Note: Not necessarily a percentage. Could use per diem, cost-plus or lump sum.

2. To pay for services stipulated in paragraphs 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k of the ENGINEER AGREES at actual cost of performing such work plus 158 percent to cover profit, overhead and readiness to serve - "actual cost" being defined as material cost plus payrolls, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost. Subject to the approval of the LA, the ENGINEER may sublet all or part of the services provided under the paragraph 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k. If the ENGINEER sublets all or part of this work, the LA will pay the cost to the ENGINEER plus a five (5) percent service charge.

"Cost to Engineer" to be verified by furnishing the LA and the DEPARTMENT copies of invoices from the party doing the work. The classifications of the employees used in the work should be consistent with the employee classifications for the services performed. If the personnel of the firm, including the Principal Engineer, perform routine services that should normally be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the work performed.

3. That payments due the ENGINEER for services rendered in accordance with this AGREEMENT will be made as soon as practicable after the services have been performed in accordance with the following schedule:
 - a. Upon completion of detailed plans, special provisions, proposals and estimate of cost - being the work required by paragraphs 1a through 1g under THE ENGINEER AGREES - to the satisfaction of the LA and their approval by the DEPARTMENT, 90 percent of the total fee due under this AGREEMENT based on the approved estimate of cost.
 - b. Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee due under the AGREEMENT based on the awarded contract cost, less any amounts paid under "a" above.

By Mutual agreement, partial payments, not to exceed 90 percent of the amount earned, may be made from time to time as the work progresses.

4. That, should the improvement be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a, through 1h and prior to the completion of such services, the LA shall reimburse the ENGINEER for his actual costs plus 158 percent incurred up to the time he is notified in writing of such abandonment - "actual cost" being defined as in paragraph 2 of THE LA AGREES.
5. That, should the LA require changes in any of the detailed plans, specifications or estimates except for those required pursuant to paragraph 4 of THE ENGINEER AGREES, after they have been approved by the DEPARTMENT, the LA will pay the ENGINEER for such changes on the basis of actual cost plus 158 percent to cover profit, overhead and readiness to serve - "actual cost" being defined as in paragraph 2 of THE LA AGREES. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans and specifications.

It is Mutually Agreed,

1. That any difference between the ENGINEER and the LA concerning their interpretation of the provisions of this Agreement shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
2. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at his last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all surveys, permits, agreements, preliminary bridge design & hydraulic report, drawings, specifications, partial and completed estimates and data, if any from traffic studies and soil survey and subsurface investigations with the understanding that all such material becomes the property of the LA. The ENGINEER shall be paid for any services completed and any services partially completed in accordance with Section 4 of THE LA AGREES.
3. That if the contract for construction has not been awarded one year after the acceptance of the plans by the LA and their approval by the DEPARTMENT, the LA will pay the ENGINEER the balance of the engineering fee due to make 100 percent of the total fees due under this AGREEMENT, based on the estimate of cost as prepared by the ENGINEER and approved by the LA and the DEPARTMENT.
4. That the ENGINEER warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit or secure this contract, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For Breach or violation of this warranty the LA shall have the right to annul this contract without liability.

IN WITNESS WHEREOF, the parties have caused the AGREEMENT to be executed in quadruplicate counterparts, each of which shall be considered as an original by their duly authorized officers.

Executed by the LA:

ATTEST:

By _____

_____ Clerk

(Seal)

_____ of the

(Municipality/Township/County)

State of Illinois, acting by and through its

By _____

Title _____

Executed by the ENGINEER:

ATTEST:

By _____

Title _____

By _____

Title _____

Approved

Date

Department of Transportation

Regional Engineer

EXHIBIT 1

On Page 2 under the “**The LA Agrees**”, Delete Paragraph 1 and replace it with the following:

1. To pay the **ENGINEER** within fifteen (15) days following **LA**’s approval of **ENGINEER**’s invoices as compensation for all services performed as stipulated in Paragraphs 1g, 2, 3, 5 and 6, under “**The LA Agrees**”, on a Cost Plus Fixed Fee basis according to the Schedule of Compensation contained in **EXHIBIT B** of the Agreement for the successful completion of the services. The total compensation shall not exceed **\$248,044.00**.
2. Remove paragraph 3 (on page 3) in its entirety.

On Page 3 under “**It is Mutually Agreed**”

1. Remove:
Article 3, starting with the words “That if the contract for construction [...]”
2. Add:
5. **ENGINEER** shall not commence performance of any services under this Agreement until the **LA** has issued a written Notice to Proceed.

PAYROLL ESCALATION TABLE ANNIVERSARY RAISES

FIRM NAME	<u>Sam Schwartz Engineering</u>	DATE	<u>02/18/11</u>
PRIME/SUPPLEMENT	<u>Prime</u>	PTB NO.	<u></u>
CONTRACT TERM	<u>12</u> MONTHS	OVERHEAD RATE	<u>148.23%</u>
START DATE	<u>3/1/2011</u>	COMPLEXITY FACTOR	<u></u>
RAISE DATE	<u>ANNIVERSARY</u>	% OF RAISE	<u>2.00%</u>

ESCALATION PER YEAR

DETERMINE THE MID POINT OF THE AGREEMENT

6

CALCULATE THE ESCALATION FACTOR TO THE MIDPOINT OF THE CONTRACT

1.00%

The total escalation for this project would be: 1.00%

PAYROLL RATES

FIRM NAME PRIME/SUPPLEMENT PTB NO.	Sam Schwartz Engineering Prime	DATE	02/18/11
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ESCALATION FACTOR	1.00%
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CLASSIFICATION	CURRENT RATE	CALCULATED RATE
Director of Planning	\$58.17	\$58.75
Project Manager	\$38.46	\$38.84
Transportation Planner	\$25.96	\$26.22
Intern	\$15.00	\$15.15

EXHIBIT B**COST PLUS FIXED FEE
COST ESTIMATE OF CONSULTANT SERVICES**

FIRM
PTB
PRIME/SUPPLEMENT

OVERHEAD RATE
COMPLEXITY FACTOR

DATE 02/18/11

1.4823

0

ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (10%) (E)	Outside Direct Costs (F)	SERVICES BY OTHERS (G)	TOTAL (B-G)	% OF GRAND TOTAL
Task 1: Kickoff Meeting	3	116.52	172.72		28.92	0.00	30,850.00	31,168.16	12.57%
Task 2: Project Website	6	233.04	345.44		57.85	0.00	42,228.64	42,864.96	17.28%
Task 3: Student Education Program	10	388.40	575.73		96.41	0.00	0.00	1,060.54	0.43%
Task 4: Develop Email Database and Email Blasts	28	613.76	909.78		152.35	0.00	0.00	1,675.89	0.68%
Task 5: Conduct Focus Groups	70	2,429.00	3,600.51		602.95	800.00	12,086.90	19,519.36	7.87%
Task 6: Meet with Public Works/Engineers	30	1,165.20	1,727.18		289.24	600.00	3,987.04	7,768.65	3.13%
Task 7: Open Houses	230	8,224.80	12,191.62		2,041.64	1,000.00	17,036.24	40,494.30	16.33%
Task 8: Library Displays	50	1,216.00	1,802.48		301.85	600.00	2,199.64	6,119.96	2.47%
Task 9: Press Releases	20	639.40	947.78		158.72	0.00	0.00	1,745.90	0.70%
Task 10: County Board Charettes	67	2,216.36	3,285.31		550.17	600.00	3,987.04	10,638.88	4.29%
Task 11: Bikesops	10	388.40	575.73		96.41	100.00	0.00	1,160.54	0.47%
Task 12: Assistance with Draft Plan	330	10,662.30	15,804.73		2,646.70	0.00	20,240.28	49,354.01	19.90%
Task 13: Draft Plan Workshops	55	1,536.15	2,277.04		381.32	700.00	6,726.38	11,620.88	4.69%
Task 14: Final Plan Workshops	25	971.00	1,439.31		241.03	700.00	4,033.75	7,385.09	2.98%
Task 15: Public Hearings	30	1,165.20	1,727.18		289.24	2,400.00	2,121.39	7,703.00	3.11%
Task 16: Project Management and Administration	60	2,330.40	3,454.35		578.48	1,400.00	0.00	7,763.23	3.13%
TOTALS	1024	34,295.93	50,836.86	0.00	8,513.28	8,900.00	145,497.30	248,043.37	100.00%

FIRM	<u>Sam Schwartz Engineering</u>
PTB	<u></u>
PRIME/SUPPLEMENT	<u>Prime</u>

SHEET 1 OF 3

AVERAGE HOURLY PROJECT RATES

FIRM	<u>Sam Schwartz Engineering</u>
PTB	<u></u>
PRIME/SUPPLEMENT	<u>Prime</u>

DATE 02/18/11

SHEET 3 **OF** 3

PAYROLL CLASSIFICATION	HOURLY RATES	Task 12: Assistance with Draft Plan			Task 13: Draft Plan Workshops			Task 14: Final Plan Workshops			Task 15: Public Hearings			Task 16: Project Management and Administration					
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Director of Planning	58.75	40	12.12%	7.12	0			0			0			0			0		
Project Manager	38.84	100	30.30%	11.77	25	45.45%	17.66	25	100.00%	38.84	30	100.00%	38.84	60	100.00%	38.84	0		
Transportation Planner	26.22	140	42.42%	11.12	10	18.18%	4.77	0			0			0			0		
Intern	15.15	50	15.15%	2.30	20	36.36%	5.51	0			0			0			0		
		0			0			0			0			0			0		
		0			0			0			0			0			0		
		0			0			0			0			0			0		
		0			0			0			0			0			0		
		0			0			0			0			0			0		
TOTALS		330	100%	\$32.31	55	100%	\$27.93	25	100%	\$38.84	30	100%	\$38.84	60	100%	\$38.84	0	0%	\$0.00



Payroll Rates

FIRM NAME
PRIME/SUPPLEMENT
PTB NO.

Active Transportation Alliance

DATE 02/18/11

ESCALATION FACTOR

CLASSIFICATION	CURRENT RATE	ESCALATED RATE
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[illegible]



EXHIBIT B

Cost Estimate of
Consultant Services
(CPFF)

Firm Active Transportation Alliance
 Route Outreach Portion of McHenry County Long Range Transportation Plan
 Section _____
 County _____
 Job No. _____
 PTB & Item _____

Date 02/18/11
 Overhead Rate 180.69%
 Complexity Factor 0

Item	Manhours	Payroll	Overhead & Fringe Benefits	In-House Direct Costs	Fixed Fee	Outside Direct Costs	Services By Others	Total	% of Grand Total
Task 1: Kickoff Meeting	0	0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 2: Project Website	0	0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 3: Student Education Program	550	10,092.50	18,236.14		0.00	7,400.00	6,500.00	42,228.64	100.00%
Task 4: Develop Email Database and Emails Blasts	0	0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 5: Conduct Focus Groups	0	0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 6: Meet with Public Works/Engineers	0	0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 7: Open Houses	0	0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 8: Library Displays	0	0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 9: Press Releases	0	0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 10: County Board Charettes	0	0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 11: Bikeshops	0	0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 12: Assistance with Draft Plan	0	0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 13: Draft Plan Workshops	0	0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 14: Final Plan Workshops	0	0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 16: Public Hearings	0	0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 17: Project Management and Administration	0	0.00	0.00		0.00	0.00		0.00	0.00%
TOTALS	550	10,092.50	18,236.14	0.00	0.00	7,400.00	6,500.00	42,228.64	100.00%



<u>Rouge</u>	Outreach Portion of McHenry County Long Range Transportation Plan		
<u>Section</u>			
<u>County</u>		Consultant	<u>Active Transp</u>
<u>Job No.</u>			
<u>PTB/Item</u>			

Consultant Active Transportation Alliance

Date 02/18/11

Sheet 1 OF 1

Payroll Classification	Avg Hourly Rates	Total Project Rates			Task 1: Kickoff Meeting			Task 2: Project Website			Task 3: Student Education Pro			Task 4: Develop Email Databases			Task 5: Conduct Focus Groups		
		Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg
School Programs Manager	19.57	275	50.00%	9.79	0			0			275	50.00%	9.79	0			0		
North Suburban Coordinator	17.13	275	50.00%	8.57	0			0			275	50.00%	8.57	0			0		
		0			0			0						0			0		
		0			0			0						0			0		
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TOTALS		550	100%	\$18.35	0	0%	\$0.00	0	0%	\$0.00	550	100%	\$18.35	0	0%	\$0.00	0	0%	\$0.00

Sheet 2 OF 1[illegible]



PTB/Item

Sheet 3 OF 1



EXHIBIT B

Cost Estimate of
Consultant Services
(CPFF)

Firm Interface Studio
 Route Outreach Portion of McHenry County Long Range Transportation Plan
 Section _____
 County _____
 Job No. _____
 PTB & Item _____

Date 02/18/11
 Overhead Rate 140.00%
 Complexity Factor 0

Item	Manhours	Payroll	Overhead & Fringe Benefits	In-House Direct Costs	Fixed Fee	Outside Direct Costs	Services By Others	Total	% of Grand Total
Task 1: Kickoff Meeting		0.00	0.00		0.00			0.00	0.00%
Task 2: Project Website		0.00	0.00		0.00			0.00	0.00%
Task 3: Student Education Program		0.00	0.00		0.00			0.00	0.00%
Task 4: Develop Email Database and Emails Blasts		0.00	0.00		0.00			0.00	0.00%
Task 5: Conduct Focus Groups		0.00	0.00		0.00	0.00		0.00	0.00%
Task 6: Meet with Public Works/Engineers		0.00	0.00		0.00	0.00		0.00	0.00%
Task 7: Open Houses	135	3,699.00	5,178.60		1,287.25	800.00		10,964.85	30.86%
Task 8: Library Displays	35	800.45	1,120.63		278.56	0.00		2,199.64	6.19%
Task 9: Press Releases		0.00	0.00		0.00			0.00	0.00%
Task 10: County Board Charettes		0.00	0.00		0.00	0.00		0.00	0.00%
Task 11: Bikesshops		0.00	0.00		0.00	0.00		0.00	0.00%
Task 12: Assistance with Draft Plan	250	6,110.00	8,554.00		2,126.28	0.00		16,790.28	47.25%
Task 13: Draft Plan Workshops	32	1,384.64	1,938.50		481.85	800.00		4,604.99	12.96%
Task 14: Final Plan Workshops	16	353.92	495.49		123.16	0.00		972.36	2.74%
Task 16: Public Hearings		0.00	0.00		0.00	0.00		0.00	0.00%
Task 17: Project Management and Administration		0.00	0.00		0.00	0.00		0.00	0.00%
TOTALS	468	12,348.01	17,287.21	0.00	4,297.11	1,600.00	0.00	35,532.12	100.00%



Route	Outreach Portion of McHenry County Long Range Transportation Plan		
Section			
County		Consultant	Interface Study
Job No.			
PTB/Item			

Consultant	Interface Studio
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Date 02/18/11

Sheet 1 OF 3

Payroll Classification	Avg Hourly Rates	Total Project Rates			Task 1: Kickoff Meeting			Task 2: Project Website			Task 3: Student Education Pro			Task 4: Develop Email Databas			Task 5: Conduct Focus Groups		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	43.27	82	17.52%	7.58	0			0						0			0		
Associate	27.40	50	10.68%	2.93	0			0			0			0			0		
Urban Designer II	23.56	168	35.90%	8.46	0			0			0			0			0		
Urban Designer I	20.67	168	35.90%	7.42	0			0			0			0			0		
		0																	
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TOTALS		468	100%	\$26.39	0	0%	\$0.00	0	0%	\$0.00	0	0%	\$0.00	0	0%	\$0.00	0	0%	\$0.00



Route Outreach Portion of McHenry County Long Range Transportation Plan			
Section			
County		Consultant	Interface Study
Job No.			
PTB/Item			

Consultant	Interface Studio
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Date 02/18/11

Sheet 2 OF 1

Payroll Classification	Avg Hourly Rates	Task 6: Meet with Public Works			Task 7: Open Houses			Task 8: Library Displays			Task 9: Press Releases			Task 10: County Board Charett			Task 11: Bikesshops		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	43.27	0			30	22.22%	9.62	0			0			0			0		
Associate	27.40	0			15	11.11%	3.04	5	14.29%	3.91	0			0			0		
Urban Designer II	23.56	0			45	33.33%	7.85	15	42.86%	10.10	0			0			0		
Urban Designer I	20.67	0			45	33.33%	6.89	15	42.86%	8.86	0			0			0		
TOTALS		0	0%	\$0.00	135	100%	\$27.40	35	100%	\$22.87	0	0%	\$0.00	0	0%	\$0.00	0	0%	\$0.00



Kouze	Outreach Portion of McHenry County Long Range Transportation Plan		
Section			
County		Consultant	Interface Stu
Job No.			
PTB/Item			

Date 02/18/11

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Illinois Department of Transportation

Payroll Rates

FIRM NAME Baxter & Woodman
PRIME/SUPPLEMENT _____
PTB NO. _____

DATE 02/18/11

ESCALATION FACTOR

CLASSIFICATION	CURRENT RATE	ESCALATED RATE
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Director of Transportation \$68.38 \$68.38

Director of Marketing \$44.45 \$44.45

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

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\$0.00

\$0.00



EXHIBIT B

Cost Estimate of
Consultant Services
(CPFF)

Firm Baxter & Woodman
 Route Outreach Portion of McHenry County Long Range Transportation Plan
 Section _____
 County _____
 Job No. _____
 PTB & Item _____

Date 02/18/11

Overhead Rate 148.23%

Complexity Factor 0

Item	Manhours	Payroll	Overhead & Fringe Benefits	In-House Direct Costs	Fixed Fee	Outside Direct Costs	Services By Others	Total	% of Grand Total
Task 1: Kickoff Meeting		0.00	0.00		0.00			0.00	0.00%
Task 2: Project Website		0.00	0.00		0.00		0.00	0.00	0.00%
Task 3: Student Education Program		0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 4: Develop Email Database and Emails Blasts		0.00	0.00		0.00		0.00	0.00	0.00%
Task 5: Conduct Focus Groups	27	1,367.55	2,027.12		492.23	100.00	0.00	3,986.90	19.50%
Task 6: Meet with Public Works/Engineers	20	1,367.60	2,027.19		492.25	100.00	0.00	3,987.04	19.50%
Task 7: Open Houses	16	711.20	1,054.21		255.98	100.00	0.00	2,121.39	10.38%
Task 8: Library Displays		0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 9: Press Releases		0.00	0.00		0.00		0.00	0.00	0.00%
Task 10: County Board Charettes	20	1,367.60	2,027.19		492.25	100.00	0.00	3,987.04	19.50%
Task 11: Bikesshops		0.00	0.00		0.00	0.00	0.00	0.00	0.00%
Task 12: Assistance with Draft Plan		0.00	0.00		0.00		0.00	0.00	0.00%
Task 13: Draft Plan Workshops	16	711.20	1,054.21		255.98	100.00	0.00	2,121.39	10.38%
Task 14: Final Plan Workshops	16	711.20	1,054.21		255.98	100.00	0.00	2,121.39	10.38%
Task 16: Public Hearings	16	711.20	1,054.21		255.98	100.00	0.00	2,121.39	10.38%
Task 17: Project Management and Administration		0.00	0.00		0.00	0.00		0.00	0.00%
TOTALS	131	6,947.55	10,298.50	0.00	2,500.69	700.00	0.00	20,446.53	100.00%



Route	Outreach Portion of McHenry County Long Range Transportation Plan
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Consultant **Baxter & Woodman**

Date 02/18/11

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Route	Outreach Portion of McHenry County Long Range Transportation Plan		
Section			
County		Consultant	Baxter & Wood
Job No.			
PTB/Item			

Date 02/18/11

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Route	Outreach Portion of McHenry County Long Range Transportation Plan		
Section			
County		Consultant	Baxter & Wood
Job No.			
PTB/Item			

Consultant	Baxter & Woodman
-------------------	-----------------------------

Date 02/18/11

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Task	Task Description	Senior Project Manager	Senior Drupal Developer	Web Developer	Art Director	Quality Assurance Specialist	System Admin	Total Hours	Total Fee
		\$125	\$125	\$95	\$110	\$50	\$125		
2.1	Project Kick-off Meeting	4						4	\$500
2.2	Requirements Document & Wireframes	12						12	\$1,500
2.3	Website Design				20			20	\$2,200
2.4	CMS Installation, Configuration	4	40					44	\$5,500
2.5	Website Development	8		24		8		40	\$3,680
2.6	Interactive Google Map	4	8	8				20	\$2,260
2.7	Training	8						8	\$1,000
2.8	Beta Testing, Quality Assurance Testing	4	4			8		16	\$1,400
2.9	Website Launch	2		8			8	18	\$2,010
2.1	Website Hosting/Maintenance (12 Months)							0	\$0
12	Assistance with Plan	10			20			30	\$3,450
Total Hours		56	52	40	40	16	8	212	\$23,500
Total Labor Fee		\$7,000	\$6,500	\$3,800	\$4,400	\$800	\$1,000		
Direct Costs						\$10,800			
Total Fee						\$34,300			

Task	Catherine Jones	Bev Thomas	Total Hours	Total Labor Fee	Direct Costs	Total Fee
	\$105	\$60				
Task 1						
Task 2						
Task 3						
Task 4						
Task 5	60	25	85	\$7,800	\$300	\$8,100
Task 6						
Task 7	30	10	40	\$3,750	\$200	\$3,950
Task 8						
Task 9						
Task 10						
Task 11						
Task 12						
Task 13						
Task 14	8		8	\$840	\$100	\$940
Task 15						
Task 16						
Total Hours	98	35	133	\$12,390	\$600	\$12,990
Total Labor Fee	\$10,290	\$2,100				

Direct Costs

Task	Cost Type	Description of Cost	Cost
Task 1: Kickoff Meeting	-	-	-
Task 2: Project Website	-	-	-
Task 3: Student Education Program	-	-	-
Task 4: Develop Email Database and Emails Blast	-	-	-
Task 5: Conduct Focus Groups	Mileage	8 Round Trips, 100 miles per trip, \$0.51 per mile	\$408
	Presentation Materials	Boards/Maps	\$392
Task 6: Meet with Public Works/Engineers	Mileage	10 Round Trips, 100 miles per trip, \$0.51 per mile	\$510
	Presentation Materials	Boards/Maps	\$90
Task 7: Open Houses	Mileage	7 Round Trips, 100 miles per trip, \$0.51 per mile	\$357
	Presentation Materials	Boards/Maps	\$643
Task 8: Library Displays	Presentation Materials	Boards/Maps	\$600
Task 9: Press Releases	-	-	-
Task 10: County Board Charettes	Mileage	6 Round Trips, 100 miles per trip, \$0.51 per mile	\$306
	Presentation Materials	Boards/Maps	\$294
Task 11: Bikesshops	Mileage	2 Round Trips, 100 miles per trip, \$0.51 per mile	\$100
Task 12: Assistance with Draft Plan	-	-	-
Task 13: Draft Plan Workshops	Mileage	6 Round Trips, 100 miles per trip, \$0.51 per mile	\$306
	Presentation Materials	Boards/Maps	\$394
Task 14: Final Plan Workshops	Mileage	6 Round Trips, 100 miles per trip, \$0.51 per mile	\$306
	Presentation Materials	Boards/Maps	\$394
Task 15: Public Hearings	Mileage	6 Round Trips, 100 miles per trip, \$0.51 per mile	\$306
	Presentation Materials	Boards/Maps	\$294
	Court Reporter	6 Public Hearings, assuming \$300 per hearing	\$1,800
Task 16: Project Management and Administration	Mileage	20 Round Trips, 100 miles per trip, \$0.51 per mile	\$1,020
	Miscellaneous Paper Costs	Miscellaneous Paper Costs	\$380
Total			\$8,900

Direct Costs

Task	Cost Type	Description of Cost	Cost
Task 1: Kickoff Meeting	-	-	-
Task 2: Project Website	Website Hosting/Maintenance	\$300 per month, 36 months	\$10,800
Task 3: Student Education Program	-	-	-
Task 4: Develop Email Database and Emails Blasts	-	-	-
Task 5: Conduct Focus Groups	-	-	-
Task 6: Meet with Public Works/Engineers	-	-	-
Task 7: Open Houses	-	-	-
	-	-	-
Task 8: Library Displays	-	-	-
Task 9: Press Releases	-	-	-
Task 10: County Board Charettes	-	-	-
Task 11: Bikesshops	-	-	-
Task 12: Assistance with Draft Plan	-	-	-
Task 13: Draft Plan Workshops	-	-	-
Task 14: Final Plan Workshops	-	-	-
Task 15: Public Hearings	-	-	-
Task 16: Project Management and Administration	-	-	-
Total			\$10,800

Direct Costs

Task	Cost Type	Description of Cost	Cost
Task 1: Kickoff Meeting	-	-	-
Task 2: Project Website	-	-	-
Task 3: Student Education Program	Supplies and Equipment	Necessary supplies and equipment for classroom activities	\$5,000.00
	Curriculum Materials and Printing	Printing of materials for classroom activities	\$1,200
	Travel	Travel for ATA employees and for student trips	\$1,200
	Subconsultants	Program Facilitator	\$4,000
		Graphic Design & Editing	\$2,500
Task 4: Develop Email Database and Emails Blasts	-	-	-
Task 5: Conduct Focus Groups	-	-	-
Task 6: Meet with Public Works/Engineers	-	-	-
Task 7: Open Houses	-	-	-
	-	-	-
Task 8: Library Displays	-	-	-
Task 9: Press Releases	-	-	-
Task 10: County Board Charettes	-	-	-
Task 11: Bikesops	-	-	-
Task 12: Assistance with Draft Plan	-	-	-
Task 13: Draft Plan Workshops	-	-	-
Task 14: Final Plan Workshops	-	-	-
Task 15: Public Hearings	-	-	-
Task 16: Project Management and Administration	-	-	-
Total			\$13,900

Direct Costs

Task	Cost Type	Description of Cost	Cost
Task 1: Kickoff Meeting	-	-	-
Task 2: Project Website	-	-	-
Task 3: Student Education Program	-	-	-
Task 4: Develop Email Database and Emails Blasts	-	-	-
Task 5: Conduct Focus Groups	-	-	-
Task 6: Meet with Public Works/Engineers	-	-	-
Task 7: Open Houses	Travel	Airfare/Hotel/Car Rental/Mileage	\$800
Task 8: Library Displays	-	-	-
Task 9: Press Releases	-	-	-
Task 10: County Board Charettes	-	-	-
Task 11: Bikesshops	-	-	-
Task 12: Assistance with Draft Plan	-	-	-
Task 13: Draft Plan Workshops	Travel	Airfare/Hotel/Car Rental/Mileage	\$800
Task 14: Final Plan Workshops	-	-	-
Task 15: Public Hearings	-	-	-
Task 16: Project Management and Administration	-	-	-
Total			\$1,600

Direct Costs

Task	Cost Type	Description of Cost	Cost
Task 1: Kickoff Meeting	-	-	-
Task 2: Project Website	-	-	-
Task 3: Student Education Program	-	-	-
Task 4: Develop Email Database and Emails Blasts	-	-	-
Task 5: Conduct Focus Groups	Travel	Mileage	\$100
Task 6: Meet with Public Works/Engineers	Travel	Mileage	\$100
Task 7: Open Houses	Travel	Mileage	\$100
Task 8: Library Displays	-	-	-
Task 9: Press Releases	-	-	-
Task 10: County Board Charettes	Travel	Mileage	\$100
Task 11: Bikesshops	-	-	-
Task 12: Assistance with Draft Plan	-	-	-
Task 13: Draft Plan Workshops	Travel	Mileage	\$100
Task 14: Final Plan Workshops	Travel	Mileage	\$100
Task 15: Public Hearings	Travel	Mileage	\$100
Task 16: Project Management and Administration	-	-	-
Total			\$700

Direct Costs

Task	Cost Type	Description of Cost	Cost
Task 1: Kickoff Meeting	-	-	-
Task 2: Project Website	-	-	-
Task 3: Student Education Program	-	-	-
Task 4: Develop Email Database and Emails Blasts	-	-	-
Task 5: Conduct Focus Groups	Supplies	Supplies for hosting meetings including paper, printing, and food	\$300
Task 6: Meet with Public Works/Engineers	-	-	-
Task 7: Open Houses	Travel	Mileage	\$200
Task 8: Library Displays	-	-	-
Task 9: Press Releases	-	-	-
Task 10: County Board Charettes	-	-	-
Task 11: Bikeshops	-	-	-
Task 12: Assistance with Draft Plan	-	-	-
Task 13: Draft Plan Workshops	-	-	-
Task 14: Final Plan Workshops	Travel	Mileage	\$100
Task 15: Public Hearings	-	-	-
Task 16: Project Management and Administration	-	-	-
Total			\$600